



Pavillion Park Reservation Application

Please return this form to Liberty Lake City Hall within 48 hours.

*Your reservation is not confirmed until
City Hall receives your completed form.*

City of Liberty Lake
22710 E Country Vista Drive
Liberty Lake, WA 99019
Tel: 755-6726 / Fax: 755-6713

Name:

Organization (if applicable):

Phone (day): (evening):

Address:

City: State: Zip:

E-mail address:

Date(s) Requested: Time: -

Type of event:

No. of Participants: Age Range of Participants:

Pavillion Park Regulations

Hours of Operation	Dawn to Dusk unless other arrangements have been made for special events approved by the City
Alcoholic Beverages	Prohibited except with an approved Special Event Permit from the City and a Banquet Permit from the WA State Liquor Control Board. All alcohol consumed must be in designated areas physically separated from general park users.
Amplified Music/Sound	Prohibited except for City events or by Special Event Permit
Animals	Household pets only allowed, except for pre-approved events. Pets must be leashed or otherwise appropriately restrained and licensed as required by law. Owner is required to clean up after animal.
Bicycles, skates, skateboards, etc.	Prohibited on Pavillion structure and sport courts, allowed only on sidewalks
Commercial Activities	Prohibited except by Special Event/ Vendor Permit
Firearms or other potentially dangerous weapons	Prohibited
Fireworks	Prohibited
Group Reservations	Required for Pavillion only; otherwise it is first come, first served
Motorized vehicles	Prohibited except access to Pavillion via the sidewalk for event set-up as approved by the City. NO are vehicles allowed on grass

Outdoor fires	Prohibited
Overnight camping	Prohibited
Performances: Theatrical, musical, ceremonial	Special Event permit required
Tobacco Products	Pavillion Park is a designated Tobacco Free Zone
Use of motorized equipment or devices	Prohibited except by Special Event Permit
Vending, soliciting, or posting of signs	Prohibited except by Special Event/ Vendor Permit

A deposit must be made in the form of a check no later than one week prior to the event to guarantee your reservation. Checks should be made payable to The City of Liberty Lake. Deposit amounts are based on the number of participants attending the event and are as follows:

<u>Number of Attendees</u>	<u>Deposit Amount</u>
1 – 6	\$ 25
7 – 25	\$ 50
26 – 100	\$ 75
over 100	\$100

The deposit will be returned if the grounds and facilities (restrooms) are left in a clean and orderly fashion.

Please check any special requirements below:

For certain events at the park, additional permits may be required. Please review the following to determine what, if any, permits may be required for your event:

- ☐ **Will alcohol be served at your event?**
A Banquet Permit (\$10) will be required by the WA State Liquor Control Board, as well as a Special Event Permit (no charge) from the City of Liberty Lake. Contact the WA State Liquor Control Board at (360)664-1600 at least 30 days before the event.
- ☐ **Will food be cooked/served at the park during your event?**
A Food & Beverage Worker permit (\$10) as well as a Special Event Permit (no charge) from the City of Liberty Lake may be required for those cooking and serving food at your event. Contact the Spokane Regional Health District at (509)324-1400 or (509)324-1560 ext. 8 for more information.
- ☐ **Is the public invited to your event?**
A Special Event Permit may be required by the City of Liberty Lake (no charge).
- ☐ **Will vendors be selling food or goods at your event?**
A Special Event/Vendor Permit may be required for each individual vendor by the City of Liberty Lake (no charge).
- ☐ **Other Activities**

The City of Liberty Lake may require you to show proof of Liability Insurance before allowing certain activities at the park

No motorized vehicles are allowed beyond the parking lot. Special arrangements may be made through the city for special event set-up using the sidewalks. Any vehicle on grass may be ticketed and/or towed. Any damage caused to sidewalks, grass, irrigation system, or facilities will result in the cost of repairs being taken out of your deposit check. If repair costs exceed deposit amount, you may be billed by the City for the difference. Failure to comply with the above regulations may result in the denial of future use.

I have reviewed the above Pavillion Park Regulations and agree to abide by them while using the park facilities. I understand that it is my responsibility to present the required permits to the City at least 48 hours prior to my event and post required permits at my event.

Name

Date

For City Use Only

Permits required for event:

Received Date & Initials:

Special Event Permit required:	Y	N	_____
Banquet Permit required:	Y	N	_____
Proof of Liability Insurance required:	Y	N	_____
Lights on timer:	Y	N	_____
Permission to use sidewalk for set-up:	Y	N	_____
Food Handlers Permit:	Y	N	_____
Deposit Received	Y	N	_____

Special Conditions or Considerations:

Reviewed by:

Date:

Confirmation sent: (circle one) email letter other: _____